

**186th Plenary Meeting**

PC Journal No. 186, Agenda item 5

**DECISION No. 257**

The Permanent Council,

Recalling Decision No. 3 (MC(6).DEC/3) of the Ministerial Council meeting in Copenhagen and in particular the wish of Ministers to see proposals regarding the enhancement of the operational capacities of the Secretariat adopted before the end of September 1998,

Taking note of the Reform Agenda (PC.DEL/246/98/Rev.3),

Thanking Ambassador Vissing for his report (PC.DEL/407/98 Restr.) as Chairman of the Group of Experts,

Recognizing the need for early consideration of existing initiatives of the Secretary General on information technology, post reclassification and training,

1. Decides to reorganize the Secretariat on the basis of two main departments. The Conflict Prevention Centre will combine its functions in the political and security field with those of the Department for General Affairs. The Department of Administration and Operations will deal with technical, administrative and operations support functions, thus combining the functions of the present departments for Conference Services and Administration and Budget;
2. Amends Regulation 4.07 of the Staff Regulations and Staff Rules for Fixed-Term Staff in accordance with the attached Annex;
3. Tasks the Secretary General with implementing this Decision;
4. Invites the Secretary General to submit a report on the implementation of this Decision to the Ministerial Council meeting in Oslo;
5. Invites the Secretary General to develop further initiatives regarding the operational capacities of the Secretariat.

**Regulation 4.07**  
**Appointment Periods for Grades P5 and below**

The OSCE is committed to the principle of non-career service. Thus:

- (a) A fixed-term appointment, having an expiration date specified in the letter of appointment, may be granted for an initial period not exceeding two years. The period of probationary service under such an appointment shall normally be six months. At no time shall a fixed-term appointment be deemed to carry any expectation of or right to extension or conversion to another type of appointment. An extension of the initial appointment may be granted in accordance with the principles set forth in (b) below.
- (b) A fixed-term appointment may be extended by the Secretary General in the case of Secretariat staff and by Heads of Institution in consultation with the Secretary General, in accordance with the following principles:
- (i) The possibility for extending the period of service applies especially to positions within the Secretariat where the factors regarding institutional memory and continuity are central, *inter alia*,
  - (ii) Appointments of staff members holding posts in the Professional category, Grades P1 to P4, may be extended for further periods provided that the staff member's performance is rated as more than satisfactory. The maximum period of any extension may not exceed three years and the total period of service may not exceed seven years.
  - (iii) Appointments of staff members in Department I holding posts in the Professional category and posts at Grade P5 in other areas may be extended for up to a total period of service of five years provided that the staff member's performance is rated as more than satisfactory.
- (c) Appointments of staff members holding posts in the General Service category, Grades G1 to G7, may be extended for a period of up to two years, provided that the staff member's performance is rated as more than satisfactory. In the case of sustained more-than-satisfactory performance, further renewals of up to two years each may be offered beyond the first two periods.
- (d) Appointments of staff members who reach the age of 65 while in service shall normally expire on the last day of the month of their 65th birthday. The Secretary General or a Head of Institution, in consultation with the Secretary General, may, by way of exception and only in the interest of the OSCE, offer or extend an appointment beyond this age for a period not exceeding two years.